



Office of General Services Procurement Services

Corning Tower, Empire State Plaza, Albany, NY 12242 | <https://ogs.ny.gov/procurement> | customer.services@ogs.ny.gov | 518-474-6717

Fuel Requirement Submittal Guidelines

**RL-221 – Ultra-Low Sulfur Diesel and Biodiesel
(On-Road Use Only)**

Contract Period: 08/25/2023 – 8/22/2024
**One year contract with a one year
renewal options**

Reminder the period for filing requirements for 2023-2025 will be closing Monday, March 6, 2023!

Please note the end date of the contract period has been revised in **red print**

Only the following counties are accepting filed requirements.

All other counties and fuel types previously awarded under award 23236 will be renewed under those contracts:

County	Fuel Type
Albany	ULSD 2D Regular
	ULSD 2D Premium
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Columbia	ULSD 2D Regular
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Fulton	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Greene	ULSD 2D Regular
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Montgomery	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Rensselaer	ULSD 2D Regular
	ULSD 2D Premium
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
	ULSD 2D BIO (B10) - a blend of 90% petroleum diesel and 10% soy-based
Saratoga	ULSD 2D Regular
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Schenectady	ULSD 2D Premium
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
St. Lawrence	ULSD 2D Regular
Ulster	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
	ULSD 2D BIO (B10) - a blend of 90% petroleum diesel and 10% soy-based
Warren	ULSD 2D Regular
	ULSD 2D Premium
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product
Washington	ULSD 2D Regular
	ULSD 2D Premium
	ULSD 2D BIO (B5) - a blend of 95% petroleum diesel and 5% soy-based product

When submitting your fuel requirements, please pay close attention to the following:

RL-221 r

1. **Make sure your contact information is current.**

Please review the information associated with your delivery site and update it if necessary. Include anything that is missing (including phone numbers and email addresses) and remove information of any person who no longer works at the delivery site. If there are issues with your filing or in awarding a contract for your county, Procurement Services will be unable to contact you if the information is out of date, which could result in your requirements being omitted from the delivery schedule and the final award.

2. Make sure information for tanks, requirements and locations are accurate.

3. Be aware that minimum delivery quantity must be 250 gallons in accordance with contract terms.

4. All required volumes must be submitted in **GALLONS**.

5. Enter only one-year (12 months) volume for each fuel type you require.

- Please indicate if winter blend is NOT required, and/or any other details pertaining to your winter mix blending requirements.

6. Include any special delivery requirement (e.g., gallons per week or month, extra-long hose required due to location of tank, hose over water delivery, hours of delivery, winter blend etc.).

7. **Please print a copy of your confirmation page for your records.**

By filing your fuel requirements, you are giving consent to OGS Procurement Services to award contracts on behalf of your facility for the full contract period, including any renewals.

Please note: Once your requirements have been submitted, your agency is obligated to purchase its required fuel from the fuel vendor that is awarded a contract for that fuel type and delivery location. YOU MUST NOT ENTER INTO ANY OTHER CONTRACT FOR AWARDED FUEL TYPES DURING THE FULL CONTRACT PERIOD.

You will need your username and password to enter the Filed Requirements System. If you have not filed before and do not know your agency's OGS Customer ID number, you may contact Procurement Services Customer Services at customer.services@ogs.ny.gov to obtain it.

If your agency is planning on using the OGS contract for these fuels, **requirements must be submitted online by Monday, March 6, 2023:** <https://online.ogs.ny.gov/psgfiledrequirements/default.aspx>.